

Windows 10/11

An Introduction to Narrator



This document introduces you to Narrator, the screen reader built-in to Windows 10 and 11. It isn't designed to be a tutorial, simply an introduction on how to start Narrator, read text and how to adjust certain aspects of the speech.

Starting Narrator

To start Narrator, hold down both the **CTRL** and **WINDOWS LOGO** keys, and press the **ENTER** key. Upon doing this, Narrator will start.

By default, upon starting Narrator, you will be focused in a window titled Narrator Home. This is designed to provide you with tips and information on how to use Narrator. At the bottom of this screen, you'll find a check box labelled "Show Narrator Home when Narrator starts". This will be ticked. It's recommended to untick this option to avoid this window from being displayed each time you use Narrator. To untick this option, press **TAB** until Narrator says "Show Narrator home when Narrator starts" and then press the **SPACEBAR**. Once you've done this, minimise the Narrator Home window. For reference, a quick method of minimising a window is to hold down the **WINDOWS LOGO** key and press the letter **M**.

Reading Text with Narrator

Now that you have Narrator running, open a document or email message. You are now ready to experiment with the reading commands.

Note 1: By default, Narrator uses either the **CAPS LOCK**, or the **INSERT** key, in conjunction with other keys for certain Narrator commands. These keys are referred to as the '**NARRATOR**' key.

Note 2: Narrator has two modes for reading information. The first is for documents, email messages, spreadsheets etc. and general Windows screens such as the Desktop and Start Menu. The other mode is for navigating and reading web pages.

To set Narrator to use the mode for navigating and reading documents, email messages etc, press the Narrator key and **SPACEBAR** until Narrator says "Scan Off".

To set Narrator to the method for navigating and reading web pages, press the Narrator key and SPACEBAR until Narrator says "Scan".

Note 3: If you open a web browser, such as Google Chrome or Microsoft Edge, Narrator will automatically switch to the mode for navigating and reading web pages!

The following keyboard commands can be used to read text using Narrator:

RIGHT ARROW	Read next character
LEFT ARROW	Read previous character
CTRL and RIGHT ARROW	Read next word
CTRL and LEFT ARROW	Read previous word
DOWN ARROW	Read next line
UP ARROW	Read previous line
NARRATOR key and CTRL and L	Read next paragraph
NARRATOR key and CTRL and J	Read previous paragraph
NARRATOR key and DOWN ARROW.....	Read all text from the cursor position
CTRL.....	Silence NARRATOR

Adjusting the Speech Rate and Voice Volume

You can increase and decrease the speed at which Narrator reads. You can also increase and decrease the volume of the voice. Use the following commands to make adjustments to the reading speed and volume:

Narrator key and - (minus)	Decrease reading speed
Narrator key and + (Plus)	Increase reading speed
Narrator key and CTRL and - (Minus)	Decrease volume
Narrator key and CTRL and + (Plus).....	Increase volume

Note 4: On a laptop computer, the Minus key (Minus) is the one to the right of the number 0, found on the number row above the letter keys. The Plus key is located to the right of the Minus key.

Reading Text using the Mouse

You can read text under the mouse pointer with Narrator. However, before you can do this, you first need to enable a setting in the Narrator Settings screen. To do this, follow these steps:

1. Hold down both the **CTRL** and **WINDOWS LOGO** keys and press the letter **N**.
Upon doing this, the **Narrator Settings** screen will be displayed.

2. In the Narrator Settings screen, you'll find a check box labelled "Read and interact with the screen using the mouse". Press the TAB key until this check box is selected and then press the SPACEBAR to tick this option.
3. Hold down the ALT key and press F4 to exit the Narrator Settings screen.

Note 5: ALT and F4 is the standard Windows keyboard command for exiting an application. It's the equivalent of clicking on the X at the upper right corner of an application window.

That's it, you can now move the mouse pointer around the screen. Each time it passes over a piece of text, Narrator will read it aloud! This is ideal for reading the names of icons on the Desktop, items inside menus and dialog boxes etc.

Exiting Narrator

To exit Narrator, press the keyboard shortcut **Narrator key and ESCAPE**. Alternatively, you can also exit Narrator by holding down both the **CTRL** and **WINDOWS LOGO** keys and pressing **ENTER**.

This is the end of the introduction to Narrator. If you require further information regarding Narrator, contact the author, Gary Eady, using the following email address:

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